

REQUEST FOR RECORDS RETENTION SCHEDULE  
To Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO. 187  
PAGE  
NO. 1

1. Requesting Agency

STATE DEPARTMENT OF PUBLIC WELFARE

2. Division or Bureau of Requesting Agency

COUNTY WELFARE BOARDS AND  
BALTIMORE CITY WELFARE DEPARTMENT

3. Authorization Requested (Check only one of the squares below).

☒ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

1. JOINT ACCOUNT AND TRUST ACCOUNT RECORDS

Size: 8 1/2" x 11"

Audit: Federal, State, Internal

Under policies in effect prior to July 1, 1947, local departments became co-tenants in a number of joint and trust accounts. These accounts were entered into for purposes of future recovery in cases where individuals who had funds of their own sought public welfare assistance. Although this procedure ceased in July 1947, there remain a few open accounts.

The documents retained for these accounts are:

345 - Record of Joint Bank Accounts

346 - Record of Trust Accounts

RECOMMENDATION: RETAIN UNTIL ACCOUNT IS CLOSED AND THEREAFTER FOR THREE YEARS, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

*[Signature]*  
Signature

Director

Title

June 30, 1955  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

7/7/55  
Date

*[Signature]*  
Archivist

Jul 11 1955  
Date

*[Signature]*  
Secretary